

UTS Help

UTS Help

A Help System has been included with the UTS program that provides explanations for the numerous program features. In addition, users will find detailed instructions that will guide them through the various functions involved in processing travel claims.

The UTS Help System can be accessed from any screen by **clicking** on the **Help** menu.

After clicking on Help, a drop down menu appears listing the following Help **options**:

- **Contents** - Select this option to see a display of the available topic **categories**.
- **Index** - Select this option to see an **alphabetical listing** of UTS Help topics.
- **This Screen** - Select this option to see a Help topic for the particular **UTS screen** that is currently displayed.
- **About UTS** - Select this option to see a Help topic **describing** the **UTS** program.

Tips for using the UTS online system

When a help window is open, the following options are available:

- Users can **maximize** or **resize** help windows as needed.
- **Click** on the **Help Topics** button to return to screen displaying the **Contents**, **Index**, and **Find** tabs.
- **Click** on the **Print** button to receive a print-out of the topic
- **Click** on the >> button to advance to the next topic in the browse sequence, or the << button to return to the previous topic.
- **Click** on any word or phrase that is underlined and highlighted in green to automatically jump to a topic that describes the underlined item.
- **Click** on a **link** displayed under the heading **See Also** to jump from one topic to another related topic.
- After clicking on a link under the heading, **See Also**, click the **Back** button to return to the previous topic.

See Also

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Help Contents

Topics in the UTS Help system are categorized into **Books**. When the **Contents** option is selected from the Help drop down menu, or when then user clicks on the **Contents** tab on the **Help Topics** screen, a listing of the UTS Help topic **Books** is displayed.

Displaying Help Topics:

1. Point and **click** on a **Book**, then **click** the **Open** button. The help system will then display Help topics contained within the selected Book.

Tip: Notice that there may be additional **Books** located within a Book.

2. Point and **click** on a **Topic**, then **click** the **Display** button. The help system will display the contents of the selected Topic.

Tips for using the UTS Online Help System

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Help Index

Topics in the UTS Help system are listed alphabetically in an **Index**. When the **Index** option is selected from the Help drop down menu, or when then user clicks on the **Index** tab on the **Help Topics** screen, a listing of the UTS Help topics is displayed.

Use one of the following methods to display Help topics with the Index:

- **Method 1: - In block 1, type** the first few letters of a Help topic. The Help system will highlight the first topic matching the letters entered. If this is not the desired topic, **click** on the

up/down arrows on the right side of the Index window to scroll through the listing until the correct topic is **highlighted**. When the desired topic is highlighted, **click** the **Display** button.

- **Method 2: - Click** the *up/down arrows* on the right side of the Index window to scroll through the listing. When the desired topic is displayed, **point** and **click** on this topic to **highlight**. When the correct topic is highlighted, **click** the **Display** button.
- **Method 3: - Click** the *up/down arrows* on the right side of the Index window to scroll through the listing. When the desired topic is displayed, **point** and **double click** on this topic to display.

When finished viewing a topic, **click** the **Help Topics** button to return to the **Index**.

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This Screen

A “**This Screen**” Help Topic has been created for every UTS screen. These topics were developed to assist individuals who may be new users and don’t understand what a particular UTS screen is used for. A This Screen topic can be accessed by **clicking** on the **Help** menu at the top of any screen and then selecting the **This Screen** option from the drop down menu.

After clicking on the **This Screen** option, the topic for the **current** UTS screen is displayed.

The “**This Screen**” topic provides general information about the purpose of the screen and offers links to other topics providing more specific information about using the screen.

Find Help

Another feature of the UTS Help System is a **Find** option to perform a “**Full-Text Search**”. This feature enables the user to search every topic in the Help system for a particular word or phrase. The full-text search only finds topics containing the word or phrase the user is looking for.

Complete the following steps to use the Find option:

1. **Click** the **Find** tab on the **Help Topics** screen. The following screen appears:

2. At this screen, type a **word** or **phrase** in **block 1**. If the correct option is active, the program will begin the search **automatically** and display the **matches** in **blocks 2** and **3**.
3. **Click** the *up/down arrows* on the right side of **block 3** to scroll through the list of topics.
4. **Point** and **click** on a topic to highlight and **click** the **Display** button, or simply double click on a topic. The UTS Help System will display the selected topic.

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Jumps

A Jump occurs when a user is viewing a particular help topic and clicks on a word or phrase that is underlined and highlighted in green. This action takes the user to a topic describing the word or phrase that was underlined.

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